

Guidelines for Transferring Documents To the CDR

Nat Mara
Jethro Sheridan
TAC – October 7, 2011

All participating courts must:

- Standardize keywords.
- Review any security discrepancies.
- Schedule a time for the upgrade to 9.2.
- Configure system to transfer documents.



How Can Courts Participate?

Work with the AOC to standardize keywords

- Required keywords
 - Case Number
 - Doc StorageID
 - Restricted
 - Sealed
- Other standard keywords can be included as well
 - Category
 - Event Code
 - Filing Date
 - Received Date
 - Sequence

Standard Keywords

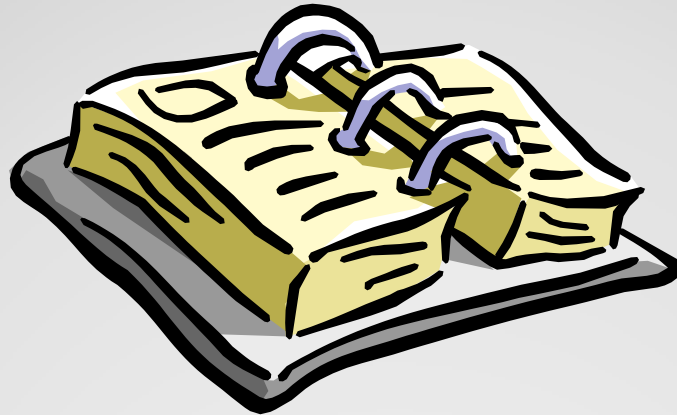
Review and cleanup any security discrepancies between OnBase & AJACS

- Coordinate with the AOC to compare the restricted and sealed keywords in OnBase and AJACS.
- Must be done prior to upgrade.

Security Discrepancies

The upgrade process will need to be coordinated with the AOC, the court, and OSAM.

- Find a time that works best for everyone.
- Usually done after close of business so AJACS can be taken offline and backed up.



When Is It Time To Upgrade?

- The court will need to coordinate time with OSAM to install the Document Transfer Module (DTM).
- Once DTM is installed, court will work with AOC to configure subscription packages to replicate to the Central Document Repository (CDR) on scheduled basis.

Transfer Configuration

- Identify which types and how many documents will be transferred
 - Information needs to be communicated to AOC so we can develop an effective transfer strategy.
- Be aware that documents will be shown to the public based on permissions set in AJACS
- The CDR replicates your OnBase documents so any modifications, including deletions, are replicated as well
 - Retention is MANDATORY on files entering CDR

Logistics

- **Apache**

- Tested prior to 6/2011
- Upgraded to OnBase 9.2 on 6/28/2011
- Began using on 6/29/2011

- **Graham**

- Tested prior to 7/2011
- Upgraded to OnBase 9.2 on 7/21/2011
- Began using on 7/22/2011

- **Coconino**

- Upgraded to OnBase 9.2 on 8/11/2011

- **Other counties on the radar:**

- Gila
- Yavapai
- Yuma

Upgrade Status

- “Shall” or “May” controversy.
 - AOC will not replicate documents into perpetuity.
 - If courts want to store documents in order to destroy paper for completed cases then we must define a retention period for the documents.
- LJC sub team requesting answers to various questions.
 - Should records be kept a minimum of 3 years due to triennial external accounting reviews?
 - Should disposition of case records in CMS always be synchronized with physical files and/or images stored in EDMS?
 - What responsibility does the court have to ensure that all records removed pursuant to the code are also removed from third parties that may have received the case records?
 - What data elements and level of detail needs to be kept by the court to comply with report/certification of records destruction
 - Based on recent case, metadata is considered public access. What impact does this have on the code?
- Court Services now developing formal requirements for retaining data for statistical purposes

Document Retention